

1104 Occupancy Permit

An approved occupancy permit shall be required before any new dwelling/building/structure or existing dwelling/building/structure that has been structurally altered can be occupied. The occupancy permit shall be applied for, by the owner or his agent when the construction for which a building permit was issued has been completed. The occupancy permit shall be issued within ten (10) days after the erection or alteration of the dwelling/building/structure, or portion thereof, has been completed and after an inspection by a member of the Richmond Fire Department designated by the Board of Selectman showing that it is in conformance with accepted fire safety standards. [Rev- March 12, 1996]

1104.1 Occupancy permits are required for the following:

- A. The occupancy of a new building or structure.
- B. The occupancy of any existing building that has been structurally altered or relocated.
- C. The change in the use of an existing building or structure.
- D. Any change in the use of a nonconforming use or structure.

Town Of Richmond

105 Old Homestead Highway, NH 03470. 603-239-4232

Occupancy Permit

Required prior to occupation of any new structure. Also required prior to occupation of a residential (including multi-family) or commercial structure that has a change in use, has been relocated, or otherwise has structural alterations. See the Richmond Zoning Ordinance.

All of the following must be inspected and approved before an application will be considered complete.

Name of Owner: _____ E-mail address _____

Address: _____

Phone #: _____ Preferred mode of contact: _____

New/Altered Building Address: _____

Map#: _____ Lot #: _____ Type of Structure: _____

Issuance of a Certificate of Occupancy

Area to be approved	Yes	N/A	Signature and NH license #
1. Wiring	___	___	_____
- Signature of licensed electrician that building meets all state codes.			
2. Plumbing	___	___	_____
-Signature of licensed plumber that building meets all state codes.			
3. Driveway entrance complete	___	___	_____
-Signature of Road Agent.			
4. Operational approval for septic system	___	___	(copy attached)
5. Fire Code	___	___	_____
-Signature of Fire Prevention Officer.			
6. Environmental	___	___	_____
- e.g., Shoreland Protection Act, excavation, etc.			
7. Zoning Ordinances	___	___	_____
-Signature of Zoning Compliance Officer.			
8. Health Officer	___	___	_____
-Signature of Health Officer			
9. General Contractor	___	___	_____
-Signature of General Contractor that structure complies with all applicable provisions of the State Building Code.			

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*Comments: Please include reasons for not applicable on any of the above. Use additional sheets if necessary.

I hereby certify that the structure above fully complies with Richmond NH zoning and subdivision regulations.

Owner's Signature

Date

An Occupancy Permit for the building or premises described above is hereby authorized. Issuance of this Occupancy Permit does not confer a right of action by any person against the town and in no event will the town or any of its agents be liable for damages that may arise from reliance on this Certificate.

Selectman Signature

Date

Selectman Signature

Date

Selectman Signature

Date

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